

IDAHO STATE PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING

Monday – April 3, 2006 – 9:00 A.M.

**Division of Building Safety
Main Conference Room
1019 E Watertower Street
Meridian, ID 83642**

MINUTES OF THE APRIL 3, 2006 MEETING

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The Idaho State Public Works contractors Licensing Board meeting was called to order by Chairman David Bennion at 9:00 a.m. on Monday, April 3, 2006, at the Division of Building Safety, Main Conference Room, 1090 E. Watertower Street, Meridian, ID 83642.

Board members present:

Mr. David Bennion, Chairman
Mr. Bob Beer
Mr. Mike Wood
Mr. Dick Anderson

Board members absent:

Mr. Terry McEntee

DBS Staff Members:

John McAllister, Administrator
Steve Keys, Buildings Bureau Chief
Marsi Woody, Deputy Administrator
Kay Christensen, Deputy Attorney General
Jean Frenette, Program Manager
Lorraine Mallett, Administrative Assistant/Recording secretary

Guests:

Doug Chase, Idaho Transportation Dept.
Doug Hatch, International Code Council
Jerry Peterson, Idaho Building Trades
Linda Hyde, DBS Administrative Assistant

MINUTES

MOTION: Mr. Dick Anderson moved to approve the minutes of February 6, 2006, motion was seconded. Discussion was that subject matter on last page under Deputy Attorney General Report needed to be reworded. Motion passed unanimously, with approval to change wording.

LICENSING CRITERIA

Chairman Bennion discussed that there were three criteria to licensing 1) Testing (which the board is thinking about), 2) Financial, and 3) Experience & Education.

TESTING

Chairman Bennion introduced Doug Hatch from International Code Council (ICC). Mr. Doug Hatch gave a brief history on ICC and then gave a presentation on licensing exams, certification services, and testing information ICC provides at this time.

ACTION: Dave Bennion asked for copy of Exam committee tasks flow chart that was displayed.

URL for website was given: www.iccsafe.org Doug Hatch commented that all services at this time were trade specific such as building, plumbing, or electrical, no public works at this time. Discussion that followed touched on what public works contractor licensing would involve in establishing exams and testing for the four different categories of licenses. Doug Hatch quoted around \$1000.00 - \$1,200.00 per day as a very rough figure for consulting fees, if the board was interested in that service. Chairman Bennion thanked Doug Hatch for his time and presentation, does not know if any actions will be forthcoming.

ACTION: Doug Hatch volunteered to get a hard copy of the presentation and flow chart to the board for their review.

ADMINISTRATOR'S REPORT

Mr. McAllister informed the board that House Bill 554 passed and Mr. Steve Keys had been appointed as Deputy Administrator of Operations. Mr. McAllister reported that he had talked to the Governor's office on the Public Works Board's desire for a Bureau Chief. He requested assistance in defining a job description and factoring, from the Board, to submit to the DHR and governor's office. An organization chart of the Division of Building Safety was handed out and the current job description for Building Safety Program Manager that DBS had on file, for the board's review. Mr. McAllister informed the board that he had prior commitments on Mondays and when he is unable to attend the public work's board meeting, Steve Keys will represent him. Board's consensus was to table the Bureau Chief's job description and factoring, until next meeting.

BUREAU CHIEF'S REPORT

Mr. Steve Keys informed the board that House Bill 551 had passed. This bill has raised the fee ceilings and that the board will need to act to address what those ceiling fees will be. Immediate action was that contractors "D" has gone to \$50.00 after July 1, 2006 and Public Works staff have sent out notices to that effect.

ACTION: Board would like report on financial impact that \$50.00 fee will have.

Put on next agenda Classification levels – need higher tiers and/or redo the lower tiers?

PROGRAM MANAGERS REPORT

Mr. Jean Frenette directed the board members to the July 2006 AAA & AA Indemnification chart that broke down companies that had a parent company and had submitted the parent companies financials when renewing their license. Concerned with problem of subsidiary companies do not have own financial statements to submit, need financial from parent company or a bonding letter. See only these two (2) alternatives for corporate shells in renewing licenses.

Board was directed to the copy of the letter that was sent out in the mass mailing addressing the changes in the rules of the Public Works Contractors License Board that would impact license renewals. The staff has been fielding questions on this subject since the mailing was sent out. Licensees are very concerned on what they are going to do, department is just reiterating what they cannot do. Next item Jean Frenette brought to the board's attention was the administrative assessments (investigations) that the department has been dealing with. Questions on specific

areas on different complaints, from the board, were addressed by Jean Frenette. The board was informed that the bureau is getting more complicated complaints than seen in the past.

ACTION AGENDA

Chairman Bennion asked that the agenda would have the following listed under Licensing Criteria: 1) Financial requirements, 2) Experience & Education-company and people, 3) Testing. For a reminder to the board that this is an ongoing issue that needs to be addressed. Board asked Jean Frenette if he had gone up to Northern Idaho for his educational meetings. Mr. Frenette informed the board he planned to schedule that for the end of April, hoping for better weather.

ELECTION OF OFFICERS

Chairman Bennion directed the board to the next agenda item, Election of Officers. The Length of terms were looked at to determine who was eligible to hold offices. Chairman Bennion opened nominations for Chairman. Bob Beer and Dick Anderson were nominated for Chairman.

MOTION: Dick Anderson moved for Bob Beer as Chairman and (himself) Dick Anderson as Vice Chairman. Mike Wood seconded the motion. Motion passed unanimously.

Law on terms asked; two terms at 3 years per term. Board members are appointed by the Governor. Concern on longevity of knowledge because of shortness of terms was brought to attention. Would like board to consider this subject and discuss at later time.

NEW BUSINESS

Doug Hatch gave brief talk on contractor's reference manual ICC publishes for Idaho. Asked Public Works Board if would like public works laws in reference manual? After discussion board thought might be better to have separate handout for Public Works laws. Board asked ICC to establish some criteria and submit associated costs to Steve Keys for next meeting.

ACTION: Steve Keys to bring costs of ICC services to July 10, 2006 Board Meeting. July 10, 2006 was set for Next meeting.

ACTION: Board was reminded to think of rule making on setting of fees for next meeting.

MOTION: Mike Wood moved to adjourn, motion was seconded, motion passed unanimously. Meeting adjourned at 12:05 p.m.

STEVE KEYS,
DEPUTY ADMINISTRATOR, OPERATIONS

DATE

JOHN A. MCALLISTER,
ADMINISTRATOR, DIVISION OF BUILDING SAFETY

DATE

BOB BEER,
CHAIRMAN, PUBLIC WORKS CONTRACTORS LICENSE BOARD

DATE